

**Job Vacancy Notice**

There is a job vacancy with the BAY COUNTY CIRCUIT COURT.

Position: **Judicial Secretary**

Rate of Pay: \$18.57 per hour (PC05 entry level)

Part-time no benefits (up to 20 hours per week)

**TYPICAL DUTIES:**

1. Type, from recorded dictation, all correspondence for the judge and proofread same.
2. Prepare civil, criminal and domestic scheduling orders. Record all dates and settlement dates in schedule books; make copies; distribute same; mail copies to attorneys.
3. Assign courtrooms for jury trials.
4. Prepare daily schedule.
5. Determine which case will go to jury trial. Call interested parties. Advise court administration of the need for a jury.
6. Responsible for typing jury instructions for civil and criminal jury trials.
7. Process confidential and sensitive information.
8. Greet attorneys, probation agents, etc. and determine which case they are appearing on.
9. Answer telephone calls to office, provide information and/or refer to appropriate department for further attention as needed.
10. Send/receive fax correspondence.
11. Open mail – date stamp, initial, pull personal file if needed, request court file if needed.
12. Schedule trials, motions, pre-trials, settlement conference, etc.
13. Complete action-in-court documentation.
14. Abstract license information.
15. Maintain/update computer system with court orders, judgements, sentencing information.
16. Maintain personal files on all criminal and civil cases, and other miscellaneous personal files for judge.
17. Maintain supply cabinet in office.
18. Acquire court recording certification for back-up position to court recorder.
19. Transcribe court hearings/proceedings.
20. Perform all related duties as assigned.

The above statements are intended to describe the general nature of work performed by people assigned this classification. They are not to be construed as an exhaustive list of all job duties performed by personnel so classified.

**QUALIFICATIONS:** Legal Assistant/Paralegal certification or Associates' Degree preferred. Minimum of one year of full-time experience as legal secretary. Typing skill level will be 70 WPM (corrected) with maximum of five errors. Acceptable levels of demonstrated proficiency in grammar, spelling, reading and vocabulary. Basic knowledge of legal office terms and functioning is preferred.

**PHYSICAL:** This position involves sitting most of the time and/or being mobile or standing for brief periods of time. Additional requirements include the ability to move objects according to the following weight and frequency: Generally, 20 pounds of force up to one third of the time.

**APPLICATION PROCEDURE:** Make application online at [www.baycounty-mi.gov](http://www.baycounty-mi.gov) or in person at the Bay County Personnel Department, 515 Center Avenue, Bay City, MI 48708, no later **than 4:00 p.m.**

**Thursday, March 10, 2016.**

**Bay County is an Equal Opportunity Employer**

"Bay County is an equal opportunity employer. It is the policy of Bay County and its departments to pursue equal employment opportunity regardless of height, weight, political or religious affiliations, race, color, sex, disability, familial status, sexual orientation, gender identity, national origin, or other protected classification set forth by law in our relationship with applicants for employment, employees of the department, and the public."